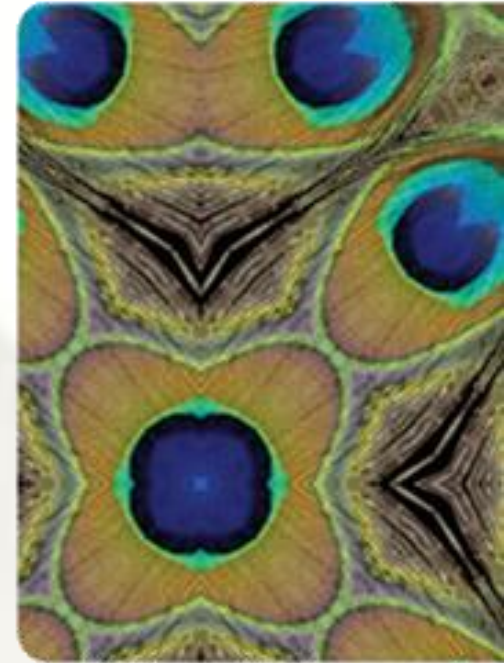


Word Tutorial 3

Creating a Multiple- Page Report



Objectives

- Format headings with Quick Styles
- Insert a manual page break
- Create and edit a table
- Sort rows in a table
- Modify a table's structure
- Format a table



Objectives

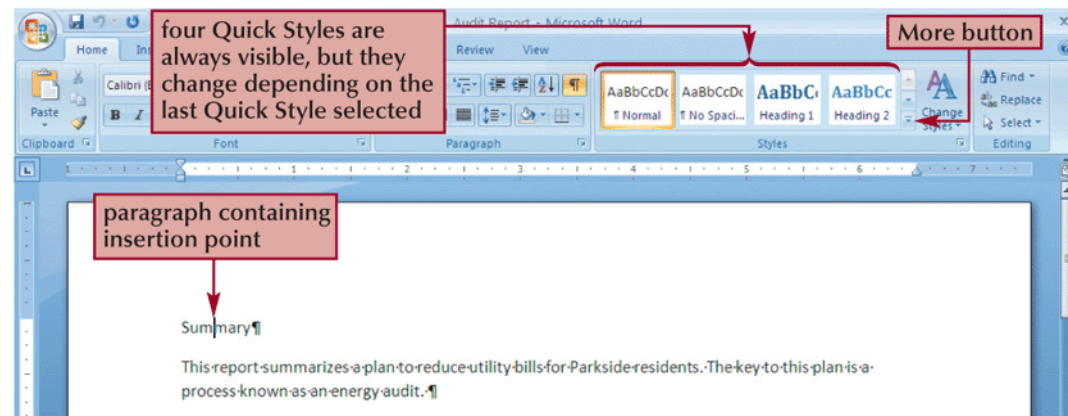
- Set tab stops
- Create footnotes and endnotes
- Divide a document into sections
- Create a SmartArt graphic
- Create headers and footers
- Insert a cover page



Formatting Headings with Quick Styles

- **Quick Styles** allow you to apply an entire set of formatting choices with one click
 - **Paragraph-level formatting** (formats an entire paragraph)
 - **Character-level formatting** (formats only a few characters or words)

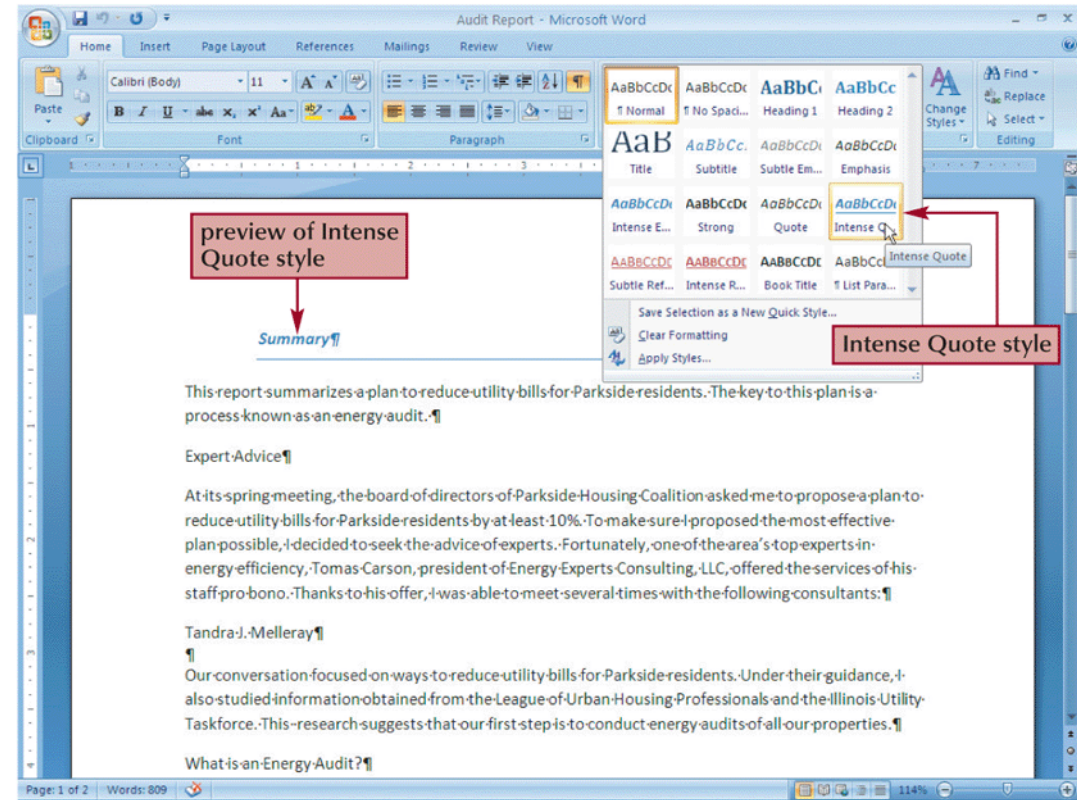
Figure 3-2 Locating the More button



Formatting Headings with Quick Styles

Quick Styles Gallery

Figure 3-3



preview of Intense Quote style

Summary

Intense Quote style

Inserting a Manual Page Break

- A **manual page break** is one you insert at a specific location; it doesn't matter if the previous page is full or not
- You insert a manual page break by clicking the Page Break button on the Insert tab or by holding down the Ctrl key and pressing the Enter key



Organizing Information in Tables

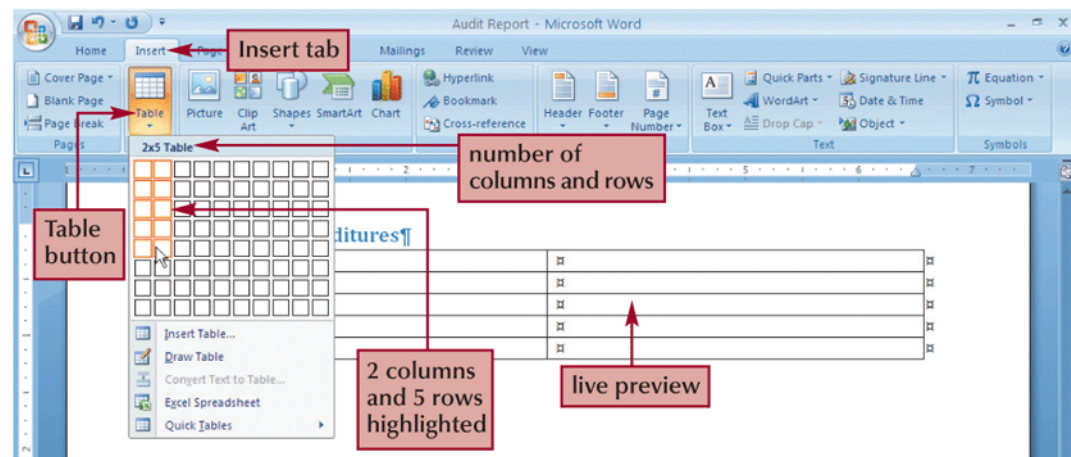
- A **table** is information arranged in horizontal rows and vertical columns
- When you first insert a table into a document, it appears as a simple grid structure, with black **gridlines** defining the rows and columns
- The area where a row and column intersect is called a **cell**



Inserting a Blank Table

- Make sure the Insert tab is displayed and then, in the Tables group, click the **Table** button

Figure 3-6 Inserting a blank table



Inserting a Blank Table

Blank table inserted in document ← **Figure 3-7**

The screenshot shows the Microsoft Word 2007 interface with a document titled "Audit Report - Microsoft Word". A table with 2 columns and 3 rows is inserted. The text "Probable Expenditures" is in the top-left cell. The table is annotated with several callouts:

- Table contextual tabs:** Points to the "Table Tools" ribbon, which includes "Table Design" and "Table Layout" tabs.
- Table Move handle is visible when mouse pointer is over table:** Points to the top-left corner of the table.
- insertion point:** Points to the top-left cell of the table.
- end-of-cell mark:** Points to the bottom-right corner of the table.
- blank paragraph below table:** Points to the empty space directly below the table.
- a cell:** Points to the top-right cell of the table.
- Table Resize handle is visible when mouse pointer is over table:** Points to the bottom-right corner of the table.
- end-of-row mark:** Points to the right edge of the table.
- column widths visible in ruler:** Points to the ruler above the table, showing the width of each column.

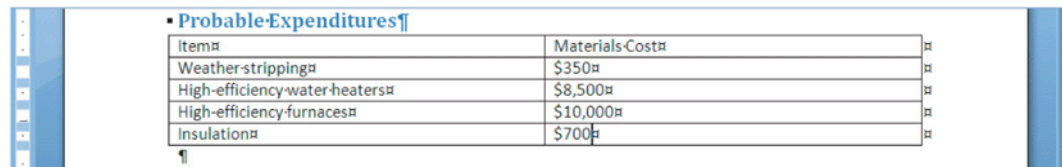
The status bar at the bottom indicates "Page: 3 of 3", "Words: 810", and "114%".



Entering Data in a Table

Figure 3-8

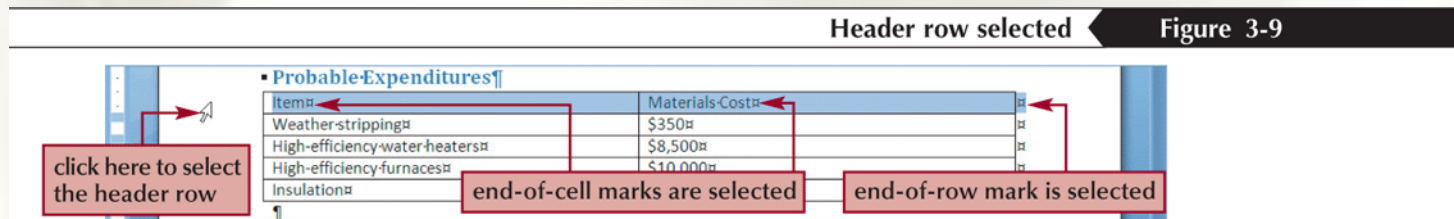
Table with all data entered



Item	Materials Cost
Weather stripping	\$350
High-efficiency water heaters	\$8,500
High-efficiency furnaces	\$10,000
Insulation	\$700

Selecting Part of a Table

- As you have learned, you can select the entire table by clicking the Table Move handle
- To select part of a table, you can drag the mouse pointer, just as you would to select regular text in a document



Sorting Rows in a Table

- The term **sort** refers to the process of rearranging information in alphabetical, numerical, or chronological order
- Format the column headers in bold, and then select the entire table
- In the Data group on the Table Tools Layout tab, click the Sort button
- In the Sort dialog box, click the Sort by arrow, and then select the header for the column you want to sort by. For example, if you want to organize the rows in the table according to the contents of the Last Name column, click “Last Name”
- In the Type list box located to the right of the Sort by list box, select the type of information stored in the column you want to sort by. You can choose to sort text, dates, or numbers



Sorting Rows in a Table

- To sort in alphabetical, chronological, or numerical order, click the Ascending option button. To sort in reverse order, click the Descending option button
- If you also want to sort by a second column, click the Then by arrow and click a column header. This is useful if, for example, you want to organize the table rows by last name, and then, within each last name, by first name. You can also specify the type of information in the Then by column, and whether you want to sort in ascending or descending order
- Make sure the Header row option button is selected. This tells Word that the table you want to sort includes a header row that should not be sorted along with the other rows
- Click the OK button



Sorting Rows in a Table

Sort dialog box **Figure 3-10**

The image shows a screenshot of the Microsoft Word interface with the 'Sort' dialog box open. The dialog box is titled 'Sort' and has several sections: 'Sort by', 'Then by', and 'My list has'. The 'Sort by' section has a dropdown menu set to 'Item', 'Type' set to 'Text', and 'Using' set to 'Paragraphs'. The 'Ascending' radio button is selected. The 'Then by' section has three empty dropdown menus, each with 'Type' set to 'Text' and 'Using' set to 'Paragraphs'. The 'My list has' section has the 'Header row' radio button selected. There are four red callout boxes with arrows pointing to specific parts of the dialog box and the table in the background. The first callout box points to the 'Item' dropdown menu. The second callout box points to the 'Ascending' radio button. The third callout box points to the 'Header row' radio button. The fourth callout box points to the 'Sort' button in the ribbon. The background shows a table with several rows and columns, and the 'Table Tools' ribbon is visible.

Word recognizes the contents of the Item column as text

click to open the Sort dialog box

rows will be sorted according to the contents of the Item column

by default, Word sorts in ascending order

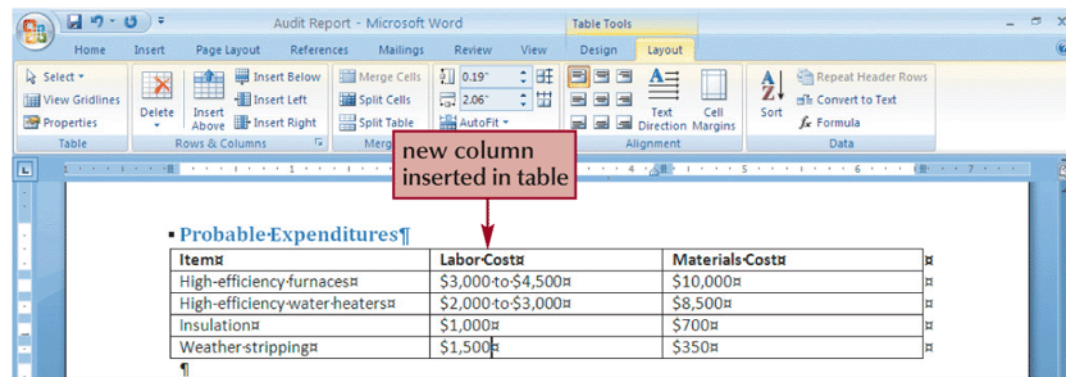
header row will be excluded from the sort process

Inserting Rows and Columns in a Table

- You will often need to modify a table structure by adding or deleting rows and columns using the Table Tools Layout tab

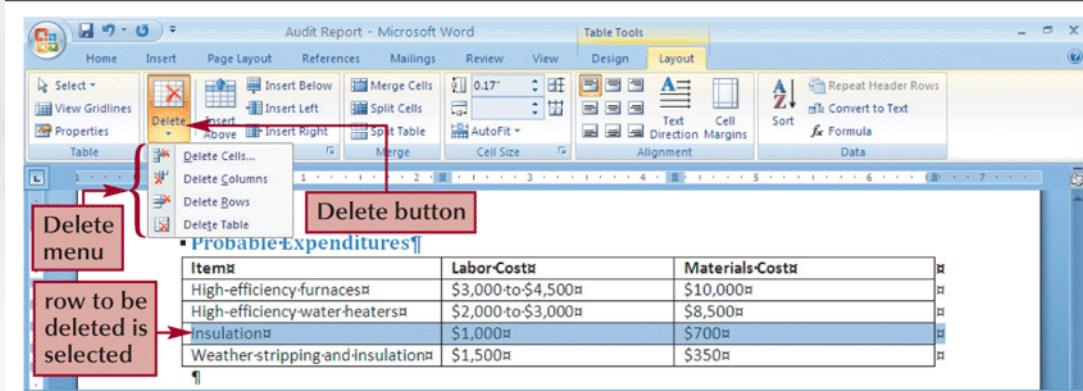
Figure 3-12

New Labor Cost column



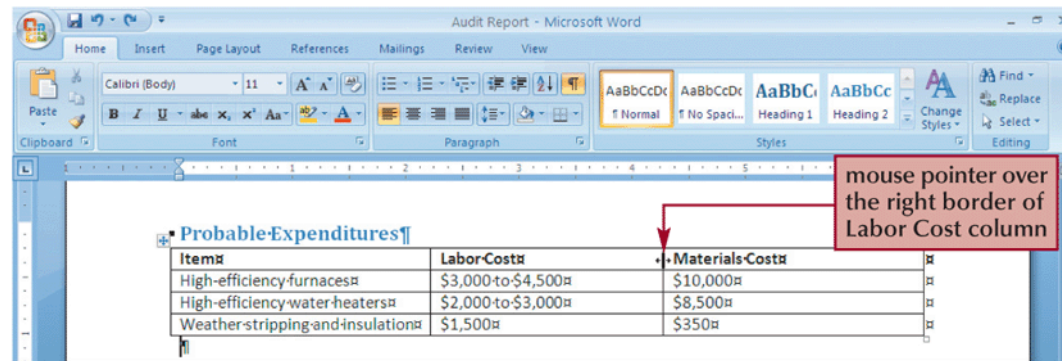
Deleting Rows and Columns

Deleting a row **Figure 3-13**



Changing Column Widths

Figure 3-14 Changing the column width



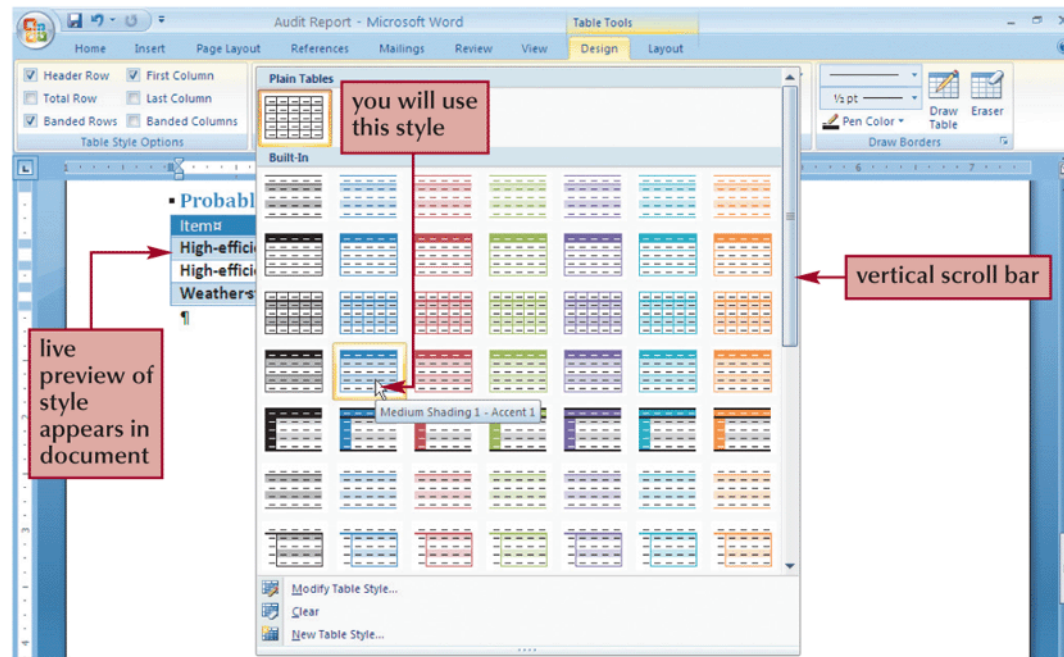
Formatting a Table with a Built-In Table Style

- Click in the table you want to format, and then click the Table Tools Design tab
- In the Table Styles group, click the More button to display the Table Styles gallery
- Position the mouse pointer over a style in the Table Styles gallery to see a live preview of the style in the document
- In the Table Styles gallery, click the style you want
- To apply or remove style elements (such as special formatting for the header row, banded rows, or banded columns), select or deselect check boxes as necessary in the Table Style Options group



Formatting a Table with a Built-In Table Style

Figure 3-16 Table Styles gallery



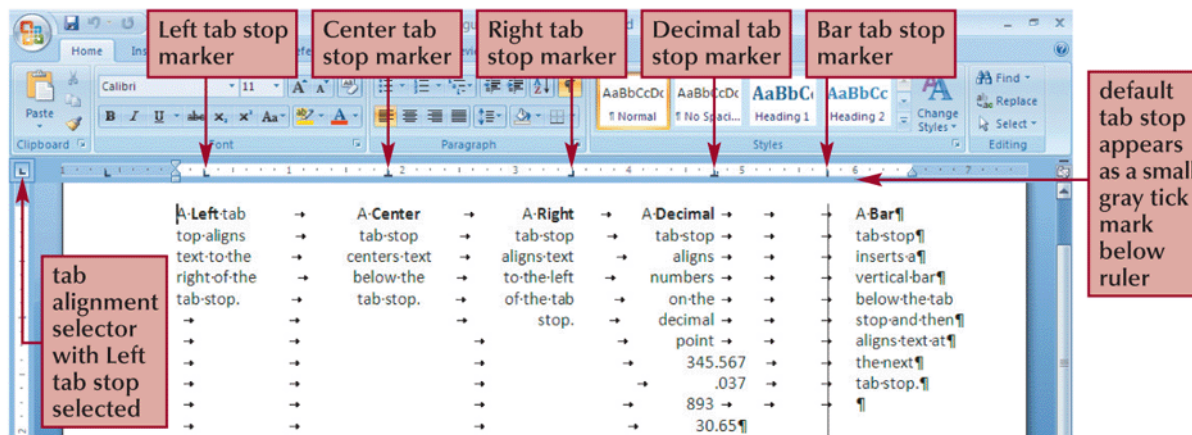
Setting Tab Stops

- A **tab stop** (often called just a **tab**) is a location on the horizontal ruler where the insertion point moves when you press the Tab key
- To set a tab stop, click the tab alignment selector on the far left of the horizontal ruler until the appropriate tab stop alignment style appears, and then click the horizontal ruler where you want to position the tab stop. Press the Tab key to move the insertion point to the new tab stop
- To align columns as you type, set tab stops on the horizontal ruler (as described in the preceding bullet), type text in the first column, press the Tab key, and then type text at the next tab stop. Continue in this way until you finish typing the first row, with an entry in each column. Then press the Enter key and begin typing the next row
- To align text that already contains a nonprinting tab character, select the text and then insert a tab stop on the horizontal ruler
- To remove a tab stop, locate it on the ruler, click it, and drag it off the ruler (into the document window)



Setting Tab Stops

Figure 3-18 Tab stop alignment styles



Creating Footnotes and Endnotes

- A **footnote** is an explanatory comment or reference that appears at the bottom of a page
- **Endnotes** are similar, except that the text of an endnote appears at the end of a document
- To create a footnote, click where you want to insert a footnote, click the References tab, in the Footnotes group click the Insert Footnote button, and then type the text of the footnote in the bottom margin
- To create an endnote, click where you want to insert an endnote, click the References tab, in the Footnotes group click the Insert Endnote button, and then type the text of the endnote at the end of the document



Creating Footnotes and Endnotes

- When you are finished typing the text of a footnote or endnote, click in the body of the document to continue working on it
- To delete a footnote or endnote, delete its reference marker (the small, superscript number) in the text
- To edit the text of a footnote or endnote, click in the bottom margin or at the end of the document and edit the note



Creating Footnotes and Endnotes

Figure 3-23 Inserting a footnote

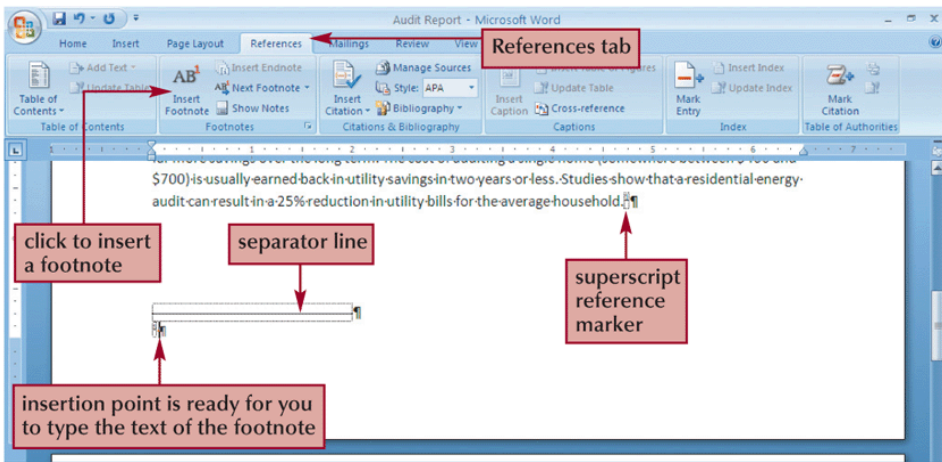
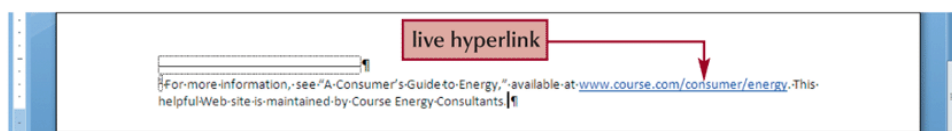


Figure 3-24 Footnote containing live hyperlink



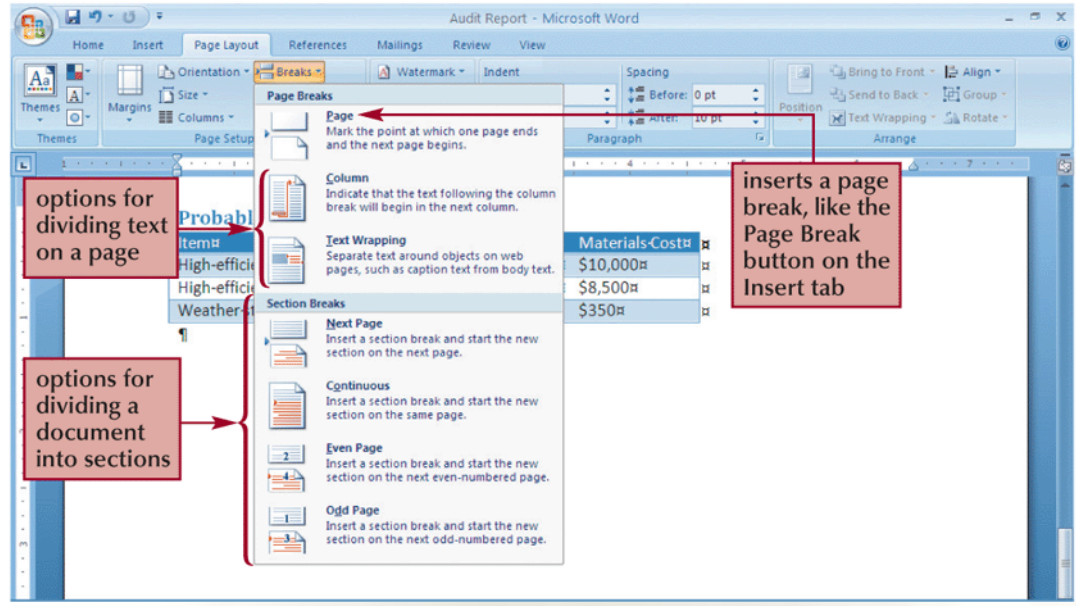
Formatting a Document in Sections

- A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on
- To divide a document into sections, you insert a **section break**



Formatting a Document in Sections

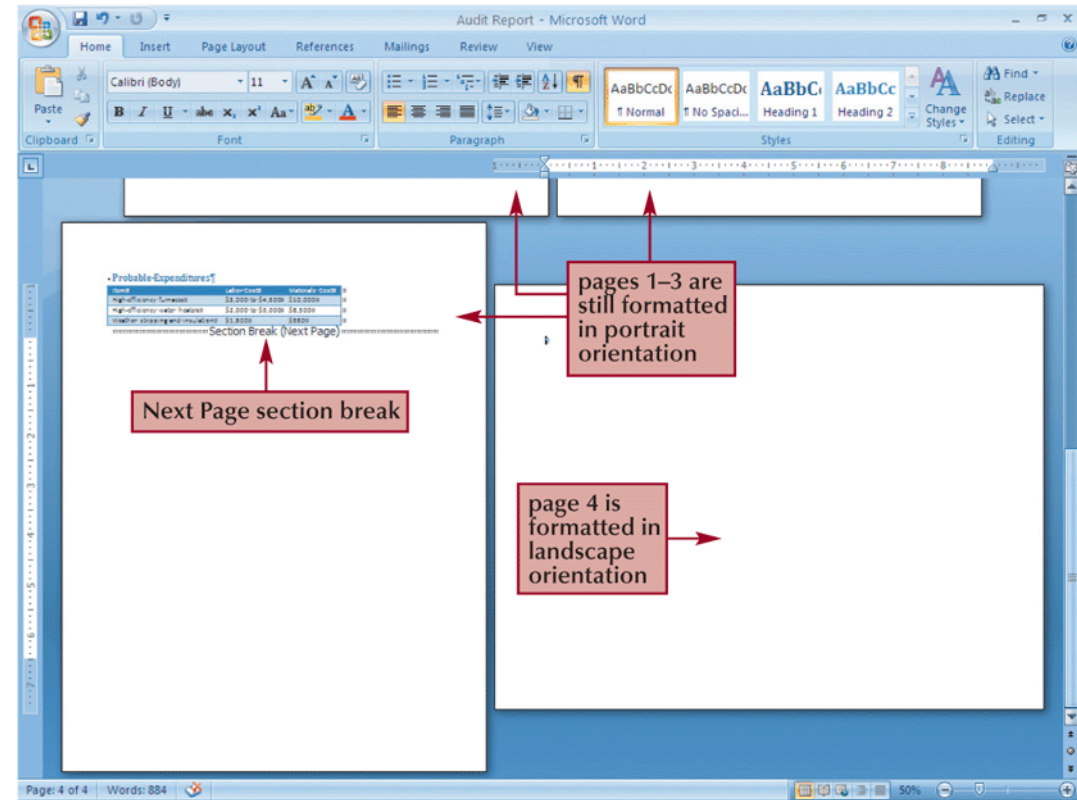
Figure 3-26 Breaks menu



Formatting a Document in Sections

Page 4 formatted in landscape orientation

Figure 3-27



Creating SmartArt

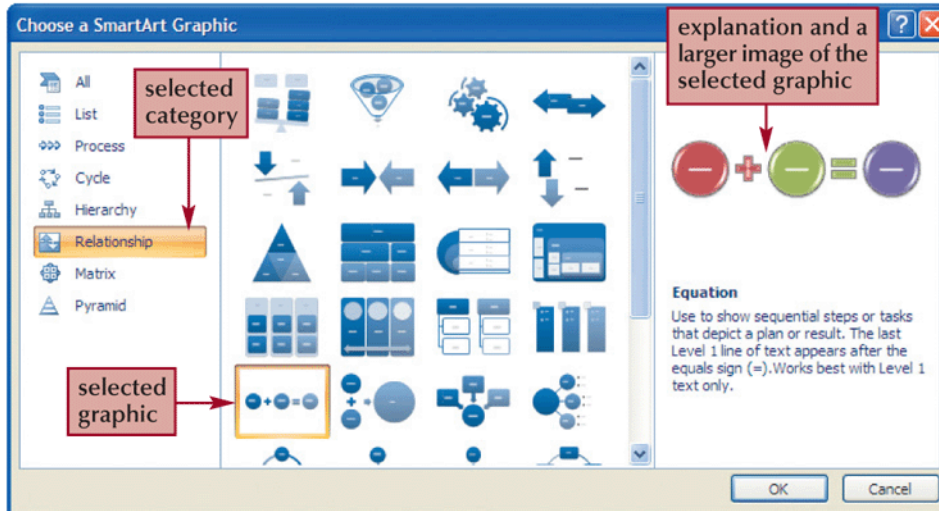
- The **SmartArt** feature allows you to create diagrams and charts to illustrate concepts that would otherwise require several paragraphs of explanation
- To begin creating a SmartArt graphic, you switch to the Insert tab and then, in the Illustrations group, click the SmartArt button



Creating SmartArt

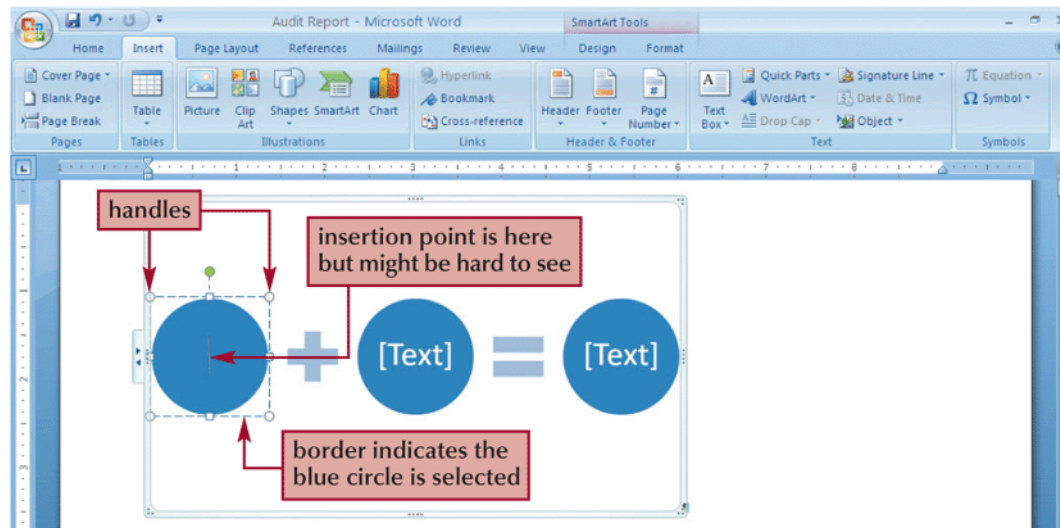
Selecting a SmartArt graphic

Figure 3-28



Creating SmartArt

Figure 3-30 Entering text in the SmartArt graphic



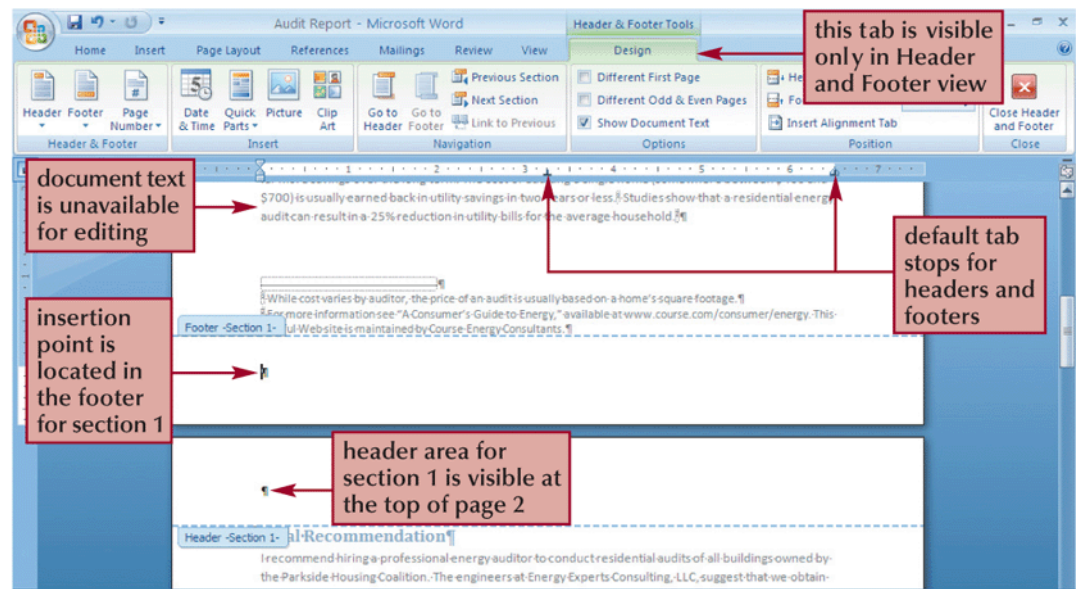
Adding Headers and Footers

- Text that is printed at the top of every page is called a **header**
- A **footer** is text that is printed at the bottom of every page
- Some headers and footers also include **document controls**
- Double-click the top or bottom margin of a page to switch to Header and Footer view

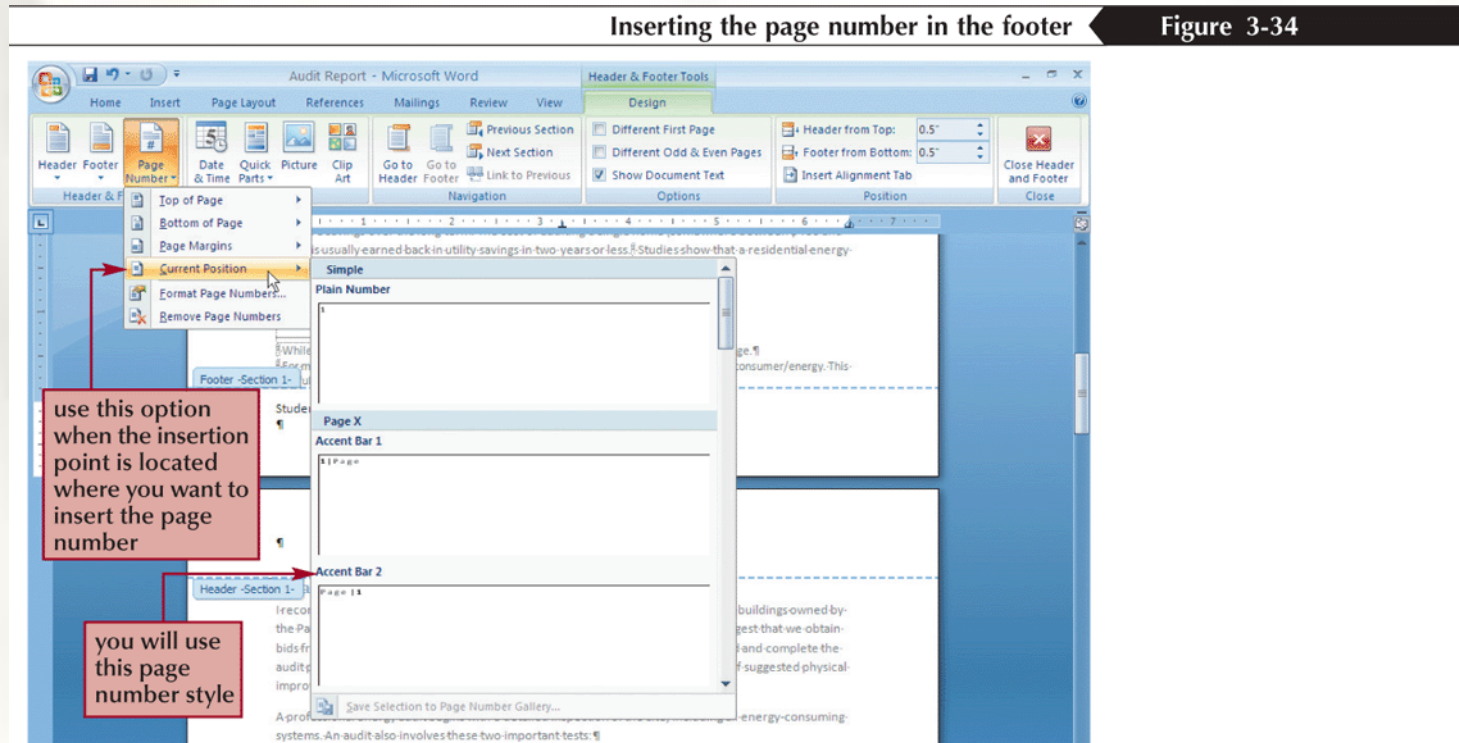


Adding Headers and Footers

Figure 3-33 Creating a footer

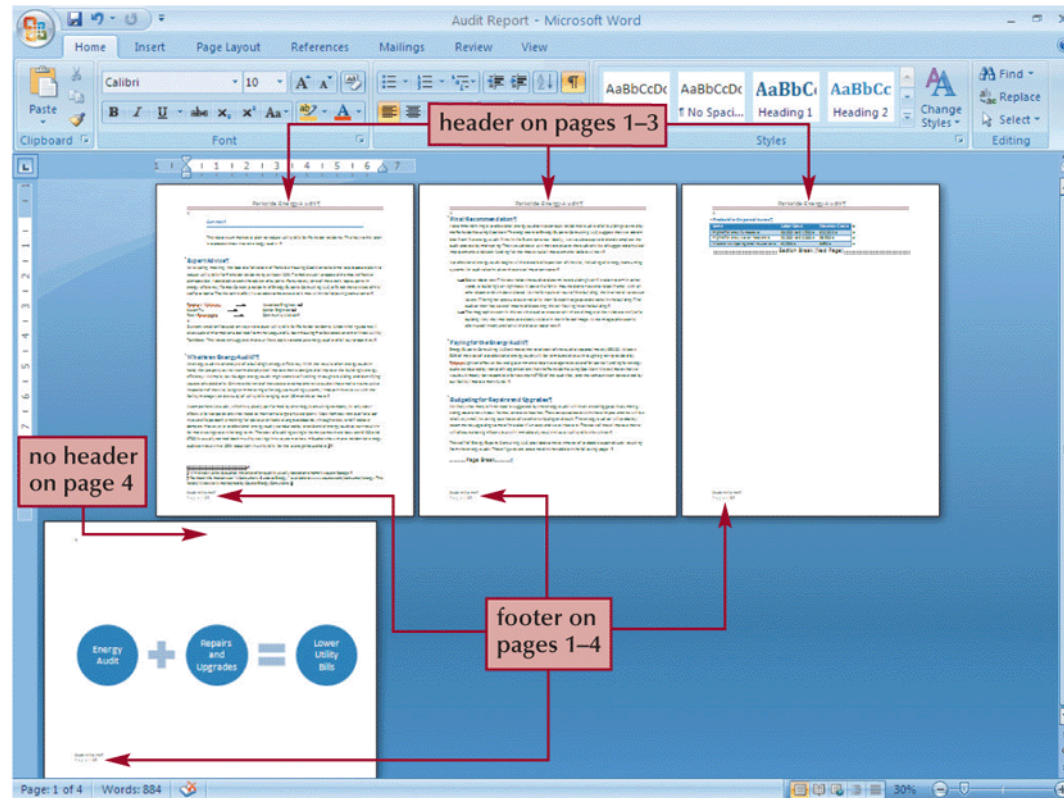


Adding Headers and Footers



Adding Headers and Footers

Figure 3-38 Document with new header and footer



Inserting a Cover Page

- A document's cover page typically includes the title and the author of the report
- Click the **Insert** tab, and then, in the Pages group, click the **Cover Page** button

